



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 SOUTH VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790**

Friday, July 26, 2013

8:00 AM

CALL TO ORDER

1. Call to order. (13-3482)

The meeting was called to order by Chair Doug Tessitor at 8:03 a.m.

PLEDGE

2. Pledge of Allegiance. (13-3483)

The Pledge of Allegiance was led by Kevin McDonald, Deputy Executive Director, Foothill Transit.

ROLL CALL

3. Roll call. (13-3484)

Roll call was taken by Mr. Garen Khachian, Staff, Board of Supervisors Executive Office, Commission Services Division.

Present: Chair Doug Tessitor, Vice Chair Paula Lantz, Treasurer Carol Herrera, Member Becky A. Shevlin and Member Patricia Wallach

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Special Meeting of the Executive Board of June 21, 2013 and Regular Meeting of June 28, 2013. (13-3485)

On motion of Member Becky A. Shevlin, seconded by Treasurer Carol Herrera, unanimously carried, the minutes for the Special Executive

Board meeting of June 21, 2013, and the regular Executive Board meeting of June 28, 2013 were approved.

Attachments: [SUPPORTING DOCUMENT](#)
 [SUPPORTING DOCUMENT](#)

II. PRESENTATIONS

5. 5.1 Contractors' Employee Recognition (13-3486)

Dan Mckeehan, General Manager, First Transit, introduced and recognized the following Arcadia location First Transit Operator of the Month and Employee of the Quarter:

- **Richard Conell, Operator of the Month (July 2013)**
- **Tammy Figueroa, Employee of the Quarter (2nd Quarter)**

Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit Operator of the Month and Employee of the Quarter:

- **Amy Martinez, Operator of the Month (July 2013)**
- **Enrique Neveraz, Employee of the Quarter (2nd Quarter)**

After discussion, by common consent and there being no objection, this item was received and filed.

III. PUBLIC COMMENT

6. Public Comment. (13-3487)

The following members of the public addressed the Foothill Transit Executive Board: Anna Gutierrez, Teresa Ivannejav, and Douglas Lee.

IV. CONSENT CALENDAR

7. PERFORMANCE INDICATORS FISCAL YEAR 2013 REPORT

Recommendation: Receive and file the Performance Indicators Fiscal Year 2013 Report. (13-3488)

On motion of Treasurer Carol Herrera, seconded by Member Pat Wallach, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

8. TRANSIT STORE FISCAL YEAR 2013 REPORT

Recommendation: Receive and file the Transit Store Fiscal Year 2013 Report. (13-3489)

On motion of Treasurer Carol Herrera, seconded by Member Pat Wallach, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

9. 2013 LEGISLATIVE SUMMARY

Recommendation: Receive and file the July 2013 Legislative Summary. Reaffirm an oppose position on SB 556 and support positions on H.R. 2288 and S. 1116. (13-3490)

On motion of Treasurer Carol Herrera, seconded by Member Pat Wallach, unanimously carried, this item was approved, and the July 2013 Legislative Summary was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

10. FOOTHILL TRANSIT UNIVERSITY PASS PILOT PROGRAMS FARE EQUITY ANALYSIS

Recommendation: Receive and file the Foothill Transit University Pass Pilot Programs Fare Equity Analysis. (13-3491)

On motion of Treasurer Carol Herrera, seconded by Member Pat Wallach, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

11. SOLE SOURCE CONTRACT AWARD - INSPECTION, REMOVAL AND INSTALLATION OF ON-BOARD SURVEILLANCE SYSTEM

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and award a sole-source contract to TransITSolutions in the amount of \$150,327.72 to (1) Remove 47 sets of vehicle on-board surveillance equipment from 47 retired coaches and install them on 47 newly procured coaches; and (2) Provide and install 17 new on-board surveillance equipment on 17 newly procured coaches. (13-3492)

On motion of Treasurer Carol Herrera, seconded by Member Pat Wallach, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

12. PUBLIC OUTREACH - PROPOSED REROUTE OF LINE 497

Recommendation: Authorize the Executive Director to conduct public outreach regarding the closure of the City of Industry Park & Ride and necessary rerouting of Line 497. (13-3493)

On motion of Treasurer Carol Herrera, seconded by Member Pat Wallach, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

13. AZUSA INTERMODAL PARKING FACILITY SHARED MAINTENANCE COST

Recommendation: Accept the terms of the Azusa City Council's proposed condition for shared maintenance cost of the Azusa Intermodal Parking Facility. (13-3494)

Sharlane Bailey, Director of Facilities, presented this item and reported the following:

The Azusa Intermodal Park and Ride facility consists of a 38-foot high, three-story, parking structure with rooftop parking, containing 550 parking spaces for use by the Metro Gold Line, Foothill Transit and the City of Azusa. Foothill Transit and Metro Gold Line each will be allocated 200 spaces and the reminder 150 spaces will be allocated to the City of Azusa.

The Azusa City Council at its meeting held July 15, 2013 certified and approved the Environmental Impact Report (EIR), the location of the structure, and the Use Permit and Design Review applications for the Project.

The Council included the following conditions in approving the Use Permit.

- **Parking structure plans to be brought to the Planning Commission for design review on the final architectural design and layout of the structure.**
- **Foothill transit's bus movements shall proceed west on 9th Street from Alameda Street.**
- **Prior to issuance of final building plans, a construction site plan shall be presented to the City Council which includes signage listing a 24-hour contact number for complaints during construction.**

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- **Foothill Transit, Metro, and City of Azusa shall negotiate an agreement to share equally, on a per parking space basis, the expenses for normal maintenance or shared use agreement and present it to the City Council for approval prior to issuance of the certificate of occupancy.**

The City of Azusa estimates the annual maintenance cost of the Park and Ride Facility at \$36,750. Foothill Transit's shared cost is estimated to be \$13,230 annually. The agreement between Foothill Transit and City of Azusa addressing each party's responsibility for the cost of maintenance of the Park and Ride Facility will be presented to the Board for approval early in 2014.

On motion of Vice Chair Paula Lantz, seconded by Member Becky A. Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

14. CONTRACT AWARD - DATA CENTER AND PHONE REPLACEMENT

Recommendation: Authorize the Executive Director to (1) Negotiate final contract terms and conditions and execute a contract in the amount of \$615,469.71 with Trace3 for new network equipment and software to replace the HP Data Center network at the Foothill Transit administrative office; and (2) Negotiate final contract terms and conditions and execute a contract in the amount of \$147,545.93 with Trace3 to replace the telephone system at the Foothill Transit administrative office and Transit Stores. (13-3495)

Donald Luey, Director of Information and Technology, presented this item and reported the following:

The current data center was purchased in June of 2009. Over the past three months, the storage component of the data center has experienced over 11 hard disk drive failures. 100% of the drives that failed are from the original system. These failures have resulted in users experiencing delays while accessing files and services on the network, and application performance degradation.

The second component of the data center which is the HP enclosure, houses the majority of the major resources such as SMARTBus, and servers. The HP enclosure component has reached its end of life. The storage enclosure has been upgraded over the years, adding newer generations of server blades. The enclosure has reached its physical

capacity with no more room for expansion. Internal switching components are failing and are now running on its backup switch.

The recommendation is to replace the existing data base according to the industry standard best practices for data centers by providing proper redundancy, reliability, and expandability for growth.

Foothill Transit purchased the current Mitel phone system in October 2006. It is now beyond its useful life. Over the past year, the phone system has begun to degrade rapidly with dropped calls, phones rebooting randomly throughout the day in the Transit Stores. This has affected the service provided to the customers and customer comments have increased. The backend equipment for the current system has become obsolete with parts no longer available for repair.

The new phone system will provide the transit stores a redundant connection to phone calls so that even if the primary network were to go offline, the phone calls could re-route themselves back to the transit store. All features currently available to the staff and stores will be retained, along with new feature that was unavailable, such as paging and texting to the remote stores. Along with these new features, the new phone system will reduce the operational cost by giving unlimited free local calls, and approximately 25,000 free 1-800 minutes with a overage charge of 2 cents as compared to the current rate of 5 cents for overages.

On motion of Treasurer Carol Herrera, seconded by Member Pat Wallach, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

15. SOLE-SOURCE CONTRACT AWARD - TRACE3 PROFESSIONAL SERVICES

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and execute a sole-source contract in the amount of \$213,900.00 with Trace3 to install and configure software and equipment and train IT staff for the Data Center and Cisco phone replacement projects.
(13-3496)

Donald Luey, Director of Information and Technology, presented this item and reported the following:

The purpose of this sole-source contract with Trace3 is to obtain

professional services for the Data Center and Cisco Phone projects. The professional services are to include the physical installation, configuration of the data center, and to migrate all data to the new data center. Of the \$213,900 cost for professional services \$24,600 is reserved for training of staff to operate, manage and service the new systems.

On motion of Treasurer Carol Herrera, seconded by Member Pat Wallach, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

16. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (13-3497)

Mr. Doran Barnes, Executive Director, thanked Chair Doug Tessitor, Vice Chair Paula Lantz and Treasurer Carol Herrera, for attending the Transit Board Members Seminar & Board Support Employee Development Workshop held July 20-23, 2013 at the Hyatt Regency Austin, Texas.

He reported that the Foothill Transit building lighting ceremony is scheduled for July 31, 2013 in the evening. Governing Board members, West Covina City Council members, West Covina Historical Society and Foothill Transit members are invited to the lighting ceremony.

After discussion, by common consent and there being no objection, this item was received and filed.

VII. BOARD MEMBER COMMENT

17. Comments by Members of the Foothill Transit Executive Board. (13-3498)

Treasurer Carol Herrera thanked Board Members for attending the Transit Board Members Seminar & Board Support Employee Development Workshop held July 20-23, 2013 at the Hyatt Regency Austin, Texas. She reported that she is a member of Transit Board Committee and represents Region VI which consists of eight (8) Western States; Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, and Washington.

Transit Board Committee members expressed concerns about the reduction in ridership numbers. Member Herrera was proud to share

with Transit Board Committee members the implementation of Ridership Program by Foothill Transit with local Colleges. The Program has enhanced Foothill Transits' ridership numbers.

After discussion, by common consent and there being no objection, this item was received and filed.

VIII. ADJOURNMENT

- 18.** Adjournment for the July 26, 2013, Foothill Transit Executive Board Meeting. (13-3499)

There being no further business, the Foothill Transit Executive Board meeting adjourned at 8:40 a.m.